

ICS Training Policy

Quick Reference Guide

Latest Revision 8/12/2009

Resources and References:

Five-Year NIMS Training Plan dated February 2008

NIMS Implementation “Tips of the Week” dated 29 August 2007

NIMS Integration Center, Training Guidelines: ICS Instructors January 2006

Washington State EMD Training Bulletin 07-004: ICS Student Manual Distribution Policy

Washington State EMD Training Bulletin 07-006: Incident Command System (ICS)

Purpose: The purpose of this document is to provide a basic understanding of how the Washington State Emergency Management Division (EMD) has implemented its Incident Command System (ICS) training program. The target audience is the local jurisdiction training coordinators who would like to sponsor ICS training. This policy letter addresses the procedures for sponsoring an ICS course and the requirements to become a state certified ICS instructor.

1. Procedures for Sponsoring an ICS Course:

Procedures for course managers:

In February 2008, NIMS released their new Five-Year Training Plan that clearly outlines standards of instruction for all ICS courses. Additionally, NIMS Implementation “Tips of the Week” dated 29 August 2007 outlines the classroom training guidance.

- Four weeks prior to the start date notify the State ICS Training Coordinator of the proposed agenda, class dates, and instructors for your course. ICS-300 standard is for minimum 18 course hours; ICS-400 standard is for minimum 14 course hours. Attendees must attend all required course hours in order to have satisfactorily completed the course.
- After the course is completed provide the name and organization of each participant. The State will then process certificates and send to the instructor for distribution to participants.

ICS-300 and ICS-400 are not available online due to the nature of the material and the need for experiential learning. These two courses are targeted for individuals who are:

1. Staff who are in supervisory roles in expanding incidents (ICS-300).
2. Senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination (ICS-400).

The curriculum is designed to have a group of people from diverse backgrounds collaborate in a simulated incident scenario. This interaction is the key to having the students gain a better understanding of the ICS material. The Washington State Emergency Management Division provides certificates for ICS-300 and 400 only. Individuals who wish to obtain course completion certificates for ICS-100, 200, 700, and 800 have two options which are listed in the next paragraph.

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Certificates for ICS-100 & 200, IS-700 & 800:

Certificates for ICS-100, ICS-200, IS-700, and IS-800 are issued from the Emergency Management Institute (EMI) and the Homeland Security Institute (HSI). There are two options to obtain 100, 200, 700, and 800 certificates.

1. You can take the courses online through the FEMA independent study program at <http://training.fema.gov/IS/crslist.asp>. This website produces a certificate at the successful completion of the online test.
2. Classroom delivery is the second option for completing these courses. Students will have to take a written test and fill-in an answer sheet. EMD maintains a stockpile of answer sheets. **To obtain a copy of the IS-100 and IS-200 final exam for group training, you must call the Independent Study Office at 301-447-1200 during normal business hours. Students will need to place their answers on Opscan Answer Sheet forms and mail the forms to the IS Office for scoring. To request Opscan Answer Sheets please visit <http://training.fema.gov> and click on FEMA Independent Study and then click on Opscan Request Form.**

Students from other States or Jurisdictions:

Students from other states or from Federal Agencies will be allowed to take the state sponsored ICS-300/400 and Train-the-Trainer on a stand-by basis. One month prior to the start of the course, the course manager will finalize the student roster and make the determination to admit students from the stand-by roster. The course manager will have the final decision concerning admittance of students.

2. Requirements to Become a State Certified ICS Instructor:

ICS Instructor experience and training:

In January of 2006 the NIMS Integration Center (NIC) published training guidelines for the identification of ICS instructors. The NIC specifies that ICS-300/400 instructors *should* have experience as an incident commander or as part of the Command and General Staff during an incident that went beyond one operational period. Although this *guideline* is strongly encouraged experience as an Incident Commander or as part of the Command and General Staff will not be a requirement to be an instructor certified by EMD. Local jurisdictions may enforce a *higher* standard for their training programs at their discretion. In lieu of incident experience, the Exercise and Training Section of the Washington State EMD will recognize instructors for ICS-300 and 400 upon successful completion of the ICS Train-the-Trainer (TTT) program, in addition to having completed ICS-00-400, IS-700 and 800.

Sponsorship letter for acceptance into the TTT course:

One of the primary goals of the WA State EMD Training Section is to facilitate counties, tribes, and local jurisdictions attaining NIMS compliance. One facet of this goal is building a cadre of trained ICS instructors. In order for the State to gain the most return on its investment, graduates of the Train-the-Trainer course will be expected to instruct an ICS-300 or 400 courses within 18 months or recognition as a WA State ICS instructor. **Trainers who don't meet this**

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requirement will be removed from the certified trainer database. EMD requires a sponsorship letter to ensure that jurisdictions are selecting instructors they choose to support. The sponsorship letter needs only to be a statement from any Region, County, City, or Tribe describing the need for an individual to be ICS instructor certified and as an endorsement of that instructor for their jurisdiction.

TTT Instructors:

In an effort to add credibility to the ICS training program, Washington State EMD has opted to gain EMI certification for each of the students who complete the state sponsored Train-the-Trainer Course. This federal approval of WA State ICS instructors will also anticipate future federal credentialing criteria from the NIC. This process involves two steps. The first step is gaining approval of the instructors. The second step is submitting FEMA application forms and prerequisite certifications for each of the students. ICS training program management is conducted by the state; the certificates are issued by the federal government.

The Exercise and Training Section of the Washington State Emergency Management Division is responsible for the promulgation of this guide. Questions or comments should be directed to Chris Utzinger, WA State ICS Training Coordinator, at (253) 512-7080 c.utzinger@emd.wa.gov or James Yates, WA State Training Program Manager, at (253) 512-7049 or j.yates@emd.wa.gov.